

PERSONAL PROPERTY COUNSELING CHECKLIST

PRIVACY ACT STATEMENT

AUTHORITY: 37 USC 406; 5 USC 5726; and E.O. 9397.

PRINCIPAL PURPOSE(S): Primary purpose is to ensure the member, dependent, and government employee has been briefed properly on the movement of their personal property within the Defense Transportation System. Information collected in this system may also be used in determining validity of claims for damage and improper shipments and any third party responsibility.

ROUTINE USE(S): Information contained in this system of records may be provided to a carrier, for the purpose of helping to resolve or adjudicate claims brought by Defense Transportation System users.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay settlement of a claim.

1. NAME (<i>Last, First, Middle Initial</i>) DOE JOHN E DOE JANE E	2. SOCIAL SECURITY NUMBER 123456789 987654321	3. GRADE/RANK/RATING SSG/E-5 SMS/E-8
4. ISSUING AUTHORITY HQ USAF/ILT HQ SPACE COMMAND	5. ORDER NUMBER AND PARAGRAPH AA-1234 WITH AMENDMENTS AA-4321 WITH AMENDMENTS	6. DATE (YYYYMMDD) 20020916 20020916

7. CHECKLIST (*Record special instructions on back*)

PART I - HOUSEHOLD GOODS		PART II - UNACCOMPANIED BAGGAGE (<i>Continued</i>)	
<input checked="" type="checkbox"/>	(1) Entitlements under the order described above (<i>number of shipments, authorized destination, etc.</i>)	<input checked="" type="checkbox"/>	(7) Items of extraordinary value.
<input checked="" type="checkbox"/>	(2) Weight allowances: PCS 20500 TDY	<input checked="" type="checkbox"/>	(8) Whom to contact in the event of loss or damage.
<input checked="" type="checkbox"/>	(3) Weight restriction at new duty station, if any.	<input checked="" type="checkbox"/>	(9) VIP - Very Important Papers (<i>the importance of documentation</i>).
<input checked="" type="checkbox"/>	(4) Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s).	<input checked="" type="checkbox"/>	(10) Member's responsibility to complete and turn in quality control form.
<input checked="" type="checkbox"/>	(5) Pickup date and required delivery date as determined by requirements of the member: PUD SEE 1299 RDD SEE 1299	<input checked="" type="checkbox"/>	(11) Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s).
N/A	(6) Mode/method of shipment, including name of carrier if known.	<input checked="" type="checkbox"/>	(12) Unauthorized items and disposal of useless items.
<input checked="" type="checkbox"/>	(7) Unauthorized items and disposal of useless items.	<input checked="" type="checkbox"/>	(13) Professional books, papers, and equipment.
<input checked="" type="checkbox"/>	(8) Professional books, papers, and equipment.	<input checked="" type="checkbox"/>	(14) Member's responsibility to contact the destination ITO immediately upon arrival to give a point of contact for the ITO when property arrives.
N/A	(9) Member's responsibility to prepare and submit a complete DD Form 1701, Inventory of Household Goods.	<input checked="" type="checkbox"/>	(15) Procedure to designate agent to release property or accept property in absence of member and use of Power of Attorney or informal letter of authority.
<input checked="" type="checkbox"/>	(10) Servicing/deservicing appliances.	PART III - NONTEMPORARY STORAGE	
<input checked="" type="checkbox"/>	(11) Temporary storage (<i>contractual or intransit</i>).	<input checked="" type="checkbox"/>	(1) Entitlements under this order, special services, etc.
<input checked="" type="checkbox"/>	(12) Checking inventory at origin and destination, noting discrepancies on reverse of PPGBL, DD Form 619, and carrier's inventory prior to signing	<input checked="" type="checkbox"/>	(2) Included as part of HHG weight allowance when stored at Government expense.
<input checked="" type="checkbox"/>	(13) Checking DD Form 619 prepared by carrier at origin for complete accuracy of information recorded thereon.	<input checked="" type="checkbox"/>	(3) Where stored and for how long.
<input checked="" type="checkbox"/>	(14) Member's responsibility to sign delivery documents and release them to carrier immediately upon delivery of property and completion of delivery services and annotation of discrepancies.	<input checked="" type="checkbox"/>	(4) Pickup date.
<input checked="" type="checkbox"/>	(15) Member's responsibility to contact the destination ITO immediately upon arrival to give a point of contact for the ITO when property arrives.	<input checked="" type="checkbox"/>	(5) Appliance servicing.
<input checked="" type="checkbox"/>	(16) Member's responsibility to contact origin and destination ITOs if there is any change in orders or there are other factors that could affect delivery of the shipment.	<input checked="" type="checkbox"/>	(6) Checking inventory at time of pickup.
<input checked="" type="checkbox"/>	(17) Extra pickup or delivery charges, when applicable.	<input checked="" type="checkbox"/>	(7) What documentation given to member and its importance to him.
<input checked="" type="checkbox"/>	(18) Procedure to designate agent to release property or accept property in absence of member and use of Power of Attorney or informal letter of authority.	<input checked="" type="checkbox"/>	(8) Items of extraordinary value, excess weight/cost.
<input checked="" type="checkbox"/>	(19) What documentation given to member and its importance to him.	<input checked="" type="checkbox"/>	(9) Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s).
N/A	(20) Member's responsibility to complete and turn in quality control form.	<input checked="" type="checkbox"/>	(10) Unauthorized items and disposal of useless items.
<input checked="" type="checkbox"/>	(21) Member's responsibility to ensure PP items are free of soil/pest infestation.	<input checked="" type="checkbox"/>	(11) Professional books, papers and equipment.
PART II - UNACCOMPANIED BAGGAGE		<input checked="" type="checkbox"/>	(12) Member's responsibility to contact the destination ITO immediately upon arrival to give a point of contact for the ITO when property arrives.
<input checked="" type="checkbox"/>	(1) Included as part of HHG weight allowance when shipped at Government expense.	<input checked="" type="checkbox"/>	(13) Procedure to designate agent to release property or accept property in absence of member and use of Power of Attorney or informal letter of authority.
<input checked="" type="checkbox"/>	(2) Weight allowances: Member Dependents	PART IV - HOUSE TRAILERS/MOBILE HOMES	
<input checked="" type="checkbox"/>	(3) What can be shipped as unaccompanied baggage.	<input checked="" type="checkbox"/>	(1) Entitlements under this order, limitations, possible costs.
<input checked="" type="checkbox"/>	(4) Pickup and delivery dates.	<input checked="" type="checkbox"/>	(2) Services authorized at Government expense and those billed to member.
<input checked="" type="checkbox"/>	(5) Preparation - Copy of Orders in each container just before closing it.	<input checked="" type="checkbox"/>	(3) Responsibility of member to get trailer ready for movement.
<input checked="" type="checkbox"/>	(6) How and by whom shipped.	<input checked="" type="checkbox"/>	(4) Inventory and contents of trailer. Items that cannot remain in trailer.
		<input checked="" type="checkbox"/>	(5) Pickup and delivery dates.
		<input checked="" type="checkbox"/>	(6) Intransit storage and probability of excess costs.
		<input checked="" type="checkbox"/>	(7) Carrier and Government liability.
		<input checked="" type="checkbox"/>	(8) What documentation given to member and its importance to him.
		<input checked="" type="checkbox"/>	(9) Responsibility to promptly submit quality control information.

7. CHECKLIST (Continued)									
PART V - PRIVATELY OWNED VEHICLES (POV)					PART VI - WEAPONS AND AMMUNITION				
	(1) Does vehicle qualify as a POV.								(1) Limitations and restrictions of country to which assigned.
	(2) Authorizations, restrictions, special Host Government requirements.								(2) US Government requirements and restrictions applicable for import.
	(3) Applicable port of embarkation and debarkation; alternates if needed.								(3) Special forms and procedures; responsibilities of carriers, etc.
	(4) Preparation of POV prior to delivery to port.				PART VII - LIABILITY, CLAIMS, PROTECTION				
	(5) Application and other documents required; Power of Attorney if required.								(1) Carrier, storage firm and Government liability for loss or damage.
	(6) Excess costs, when applicable; oversize; excess distance.								(2) Carrier and Government liability for mobile home. Liability for repairs enroute.
	(7) Checking inventory of items left in POV; origin and destination.			N/A					(3) Carrier and Government liability for POV.
	(8) Secure lien holder's permission if required.			N/A					(4) Limitations on Government liability.
	(9) Responsibility to provide Port of Debarkation proper address where notification of arrival can be sent; period POV can remain at port.								(5) Importance of documentation - accurate inventory exception on delivery, etc.
	(10) Joint inspection of POV at time of delivery and pickup.								(6) Valuation of items of extraordinary value - substantial value.
	(11) Licensing and insurance requirements of state or overseas country.								(7) Whom to see at destination in the event of loss or damage.
	(12) Foreign manufactured POVs.								
	(13) Delivery of POV to port by agent; special requirements for.								
8. SPECIAL INSTRUCTIONS									
<p>I UNDERSTAND THAT MY SIGNATURE IN BLOCK 9C DECLARES THAT I HAVE REVIEWED AND UNDERSTAND THE COUNSELING ITEMS MARKED ON THIS CHECKLIST ITEM 7, PART I. I FURTHER ACKNOWLEDGE THAT THE INFORMATION COLLECTED/PROVIDED BY AFPACS MAY ALSO BE USED IN DETERMINING VALIDITY OF CLAIMS FOR DAMAGE, IMPROPER SHIPMENTS, AND EXCESS COST. AS SUCH, I ACCEPT THE COUNSELING FROM AFPACS IN LIEU OF A PERSONAL/GROUP TRAFFIC MANAGEMENT OFFICE/TRANSPORTATION OFFICE COUNSELING ON THIS SHIPMENT.</p>									
9. CONFIRMATION OF COUNSELING									
<p>I understand that if I elect to ship any household goods at Government expense to a designated location when the waiting period for any type of housing at or in the vicinity of the overseas duty station is less than 20 weeks (as determined by the overseas commander), all entitlement to further shipment of such property at government expense will be exhausted until such time as I receive subsequent PCS orders returning me to CONUS or assigning me to another overseas duty station.</p>									
a. I HAVE BEEN BRIEFED RELATIVE TO THE DISPOSITION OF MY PERSONAL PROPERTY AS FOLLOWS:									
	(X)	YES	NO		(X)	YES	NO		
(1) HOUSEHOLD GOODS				(6) MOBILE HOMES (\$150.00 limitation on repairs enroute)					
(2) NONTEMPORARY STORAGE				(7) WEAPONS AND AMMUNITION					
(3) PRIVATELY OWNED VEHICLES				(8) I HAVE BEEN FURNISHED A COPY OF THE PERSONAL PROPERTY SHIPPING INFORMATION PAMPHLET.					
(4) LOSS AND DAMAGE									
(5) UNACCOMPANIED BAGGAGE									
b. SIGNATURE OF COUNSELOR			c. SIGNATURE OF MEMBER/DEPENDENT/AGENT				d. DATE (YYYYMMDD)		
AFPACS							20020926		

APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY <i>(Read Privacy Act Statement on back before completing form.)</i>		1. DATE PREPARED (YYYYMMDD) <div style="text-align: center;">20020926</div>		2. SHIPMENT NUMBER <div style="text-align: center;">2 OF 2</div>	
3. NAME OF PREPARING OFFICE		4. TO (Responsible Origin Personal Property Shipping Office) a. NAME			
5. NAME OF DESTINATION PERSONAL PROPERTY SHIPPING OFFICE		b. ADDRESS (Street, Suite Number, City, State, ZIP Code)			
6. MEMBER OR EMPLOYEE INFORMATION					
a. NAME (Last, First, Middle Initial) DOE JOHN E DOE JANE E		b. RANK/GRADE SSG/E-5 SMS/E-8		c. SSN 123456789 987654321	
d. AGENCY USAF USAF					
7. REQUEST ACTION BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING:					
a. HOUSEHOLD GOODS/UNACCOMPANIED BAGGAGE/ITEMS/NO. OF CONTAINERS (Enter quantity estimate)					
(1) POUNDS AUTH: 20500 EST: 18000		(2) POUNDS OF PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) (Enter "NONE" if not applicable) 1500		(3) EXPENSIVE AND VALUABLE ITEMS (Number of cartons) N/A	
b. MOBILE HOME INFORMATION (Enter dimensions in feet and inches)					
(1) SERIAL NUMBER N/A		(2) LENGTH N/A	(3) WIDTH N/A	(4) HEIGHT N/A	(5) TYPE EXPANDO (Describe) N/A
c. MOBILE HOME SERVICES REQUESTED (X as applicable)					
<input type="checkbox"/> CONTENTS PACKED		<input type="checkbox"/> MOBILE HOME BLOCKED		<input type="checkbox"/> MOBILE HOME UNBLOCKED	
<input type="checkbox"/> STORED AT ORIGIN		<input type="checkbox"/> STORED AT DESTINATION			
8. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING CHANGE OF STATION ORDERS:					
a. TYPE ORDERS (X one) <input checked="" type="checkbox"/> PERMANENT		b. ISSUED BY HQ USAF/ILT		c. NEW DUTY ASSIGNMENT HARRISBURG CTY, PA	
d. DATE OF ORDERS (YYYYMMDD) 20020916		e. ORDERS NUMBER AA-1234 W/AMENDMENTS		f. PARAGRAPH NO. N/A	
g. IN TRANSIT TELEPHONE NO. (Include Area Code) 210-222-2222					
h. IN TRANSIT ADDRESS (Street, Apartment Number, City, State, ZIP Code) 1234 ANYWHERE LANE ANYTOWN, TX 78222					
9. PICKUP (ORIGIN) INFORMATION			10. DESTINATION INFORMATION		
a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) <i>(If a mobile home park, include mobile home court name)</i> 4321 MY GARAGE SAN ANTONIO, BEXAR, TX 78215			a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) <i>(If a mobile home park, include mobile home court name)</i> 0000 AF INST OF TECH HARRISBURG CTY, DAUPHIN, PA 17111- 1000		
b. TELEPHONE NUMBER (Include Area Code) 210-222-2212			b. AGENT DESIGNATED TO RECEIVE PROPERTY SELF/		
11. EXTRA PICKUP/DELIVERY ADDRESS (If applicable)			12. SCHEDULED DATE FOR (YYYYMMDD)		
a. PACK 20021015		b. PICKUP 20021018		c. DELIVERY 20021029	
13. REMARKS RA: SELF; INSURANCE: Basic Coverage; MOTORCYCLE: (YAMAHA, YF1500, 1500CC, 123ABC, ABCS123S); WATERCRAFT: (13X8X7) WITHOUT TRAILER; FIREARMS: (COLT, COLT 45, 454545); SATELLITE DISH (LARGER THAN 3 FEET DIAMETER); GRANDFATHER CLOCK					
14. I CERTIFY THAT NO OTHER SHIPMENTS AND/OR NONTEMPORARY STORAGE HAVE BEEN MADE UNDER THESE ORDERS EXCEPT AS INDICATED BELOW (If none, indicate "NONE.")					
a. FROM		b. TO		c. NET POUNDS (Actual or estimated)	
COLORADO SPRINGS, CO		ALLENTOWN, PA		1234	
15. CERTIFICATION OF SHIPMENT RESPONSIBILITIES/STORAGE CONDITIONS I certify that I have read and understand my shipping responsibilities and storage conditions printed on the back side of this form.					
a. SIGNATURE OF MEMBER/EMPLOYEE		b. DATE SIGNED		c. ADDRESS OF CONTRACTOR (Street, Suite No., City, State, ZIP Code) N/A	
d. NAME OF CONTRACTOR (Origin DPM or non-temporary storage) N/A					
16. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE. Property is baggage, household goods, mobile home, and/or professional books, papers and equipment authorized to be shipped at government expense.					
a. REASON FOR NONAVAILABILITY OF SIGNATURE N/A			b. CERTIFIED BY (Signature) N/A		
			c. TITLE N/A		

PRIVACY ACT STATEMENT

AUTHORITY: 37 USC 406, 5 USC 5726; and E.O. 9397.

PRINCIPAL PURPOSE(S): Primarily used for evaluating requests submitted by Service members and eligible individuals for shipment and/or storage of personal property. Also used to prepare the Government bill of lading and other shipping documents (as applicable) to move the personal property. Used by the Finance Office for collection from the member in case goods to be shipped exceed Government entitlement limits.

ROUTINE USE(S): DD Form 1299 is provided to commercial carriers and shipping agents as the official shipping and storage order.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay shipping dates and impede storage arrangements.

CERTIFICATION OF SHIPMENT RESPONSIBILITIES

In consideration of said household goods or mobile homes being shipped at Government expense, I hereby agree that:

1. This shipment/storage lot consists of my property or the property awarded to my ex-spouse incident to a divorce which was acquired by me prior to the effective date of my orders.

2. If my orders are modified or cancelled and affect this shipment, I will immediately notify the shipping office at point of origin (or port, if any) and destination.

3. I will remit the proper amount or consent to the collection from my pay as may be necessary to cover all excess costs occasioned by this shipment.

4. I agree, prior to shipment and at my expense to place my mobile home in condition to withstand transportation.

5. I understand that transportation of my mobile home and shipment of baggage and household goods within the United States are provided in Chapter 10, JTR.

6. I understand the Government will not be responsible for goods remaining in storage after the expiration of the authorized period.

7. Professional books, papers and equipment are or were necessary in the performance of official duties.

CONDITION FOR STORAGE

In consideration of said household goods being stored at Government expense, I hereby agree as follows:

1. I will notify the transportation office responsible for storing my nontemporary storage account of any changes in my storage entitlement.

2. The Government is authorized to enter into any agreement and to do all acts and things which may be convenient or necessary to store the household goods. Storage of the household goods is furnished subject to such applicable laws and regulations as are now or may hereafter be in effect.

3. The Government may store the household goods in Government facilities or in commercial storage under a Government contract.

4. The Government may move or transfer by any appropriate means the household goods from their present location to Government or commercial storage facilities and from such facilities to an appropriate destination upon termination of storage.

5. When the household goods are stored in Government facilities and the authorized period for storage at Government expense expires, the Government may require me to remove the household goods from their place of storage. In the event, after 30 days notice, I fail to remove the

household goods, or if, after diligent effort, notice to me cannot be effected, the Government may proceed as follows: (a) place and store the household goods in commercial storage at my expense, or (b) if a commercial warehouse will not accept the household goods for commercial storage at my expense, the Government is hereby authorized to take whatever action in accordance with law and regulation may be deemed appropriate to effect disposition of the household goods.

6. When the household goods are stored in commercial facilities and the authorized period of storage at Government expense expires, all storage and incidental charges accruing after the last day of the authorized period of storage shall be at my expense.

7. The Government shall not be liable for charges incident to storage or services in connection with the household goods (1) not authorized by law or regulation to be at Government expense, (2) in excess of weight limitations imposed by law or regulation, or (3) after the expiration of the period of which storage at Government expense is authorized.

8. Government contracts for the storage of household goods limit the liability of the warehouseperson to \$50 per article or package as listed on the warehouse receipt. Applicants are advised to consider obtaining insurance on their household goods while such goods are in storage.